



**Paralegal
Employment & Unpaid Wages Litigation
Philadelphia, PA**

WHY THIS OPPORTUNITY IS DIFFERENT

Many litigation paralegal roles ask you to manage files and stay in your lane. At Berger Montague, we expect more, and we give you more in return.

The Employment & Unpaid Wages Department at Berger Montague is one of the most active wage and hour plaintiff practices in the country. Our cases often involve classes of workers who have been systematically underpaid and cheated by some of the largest employers in the United States. The litigation is complex, fast-moving, and high stakes.

At our Firm, paralegals are genuine members of the litigation team. You will work directly with Shareholder and Associate attorneys on cases that produce outcomes that change workers' lives, and give you the kind of experience that sets a legal career apart. If you want to do meaningful work in a place that takes your role seriously, this is it.

ABOUT BERGER MONTAGUE

Berger Montague PC **pioneered the use of class actions in American civil litigation.** Founded in Philadelphia in 1970, the Firm has spent more than five decades at the vanguard of plaintiff-side litigation, recovering more than **\$55 billion** for clients across antitrust, consumer, employment, securities, civil rights, and more.

The Firm maintains offices in Philadelphia, Washington D.C., Minneapolis, San Diego, and beyond. Our 100+ attorneys practice litigate a concentrated portfolio of significant, high-impact matters.

The firm is recognized by Chambers USA, The Legal 500, and Law360 as a national leader in class action litigation.

THE ROLE

You will be assigned to a dedicated team of attorneys and staff and will provide substantive litigation support across all phases of complex class and collective action litigation. Your responsibilities will include:



Case & Discovery Management

- Manage discovery in cases involving large classes of workers, organizing and reviewing payroll records, time-keeping data, personnel files, and employment policies.
- Coordinate and manage ESI discovery, workflows, productions, and privilege logs.
- Prepare discovery requests and responses, and document productions, under attorney supervision.
- Maintain comprehensive, accurate, and current case calendars.

Deposition & Hearing Support

- Assist attorneys in preparing for depositions and hearings, organize and index exhibits, coordinate court reporter and videographer logistics, and prepare deposition binders.
- Coordinate logistics for depositions, including remote deposition technology setup.

Brief & Filing Support

- Proofread and cite-check briefs and motions filed in federal and state courts.
- Prepare tables of authorities, tables of contents, and exhibit compilations for court filings.
- File documents electronically in federal courts via CM/ECF and in state courts with strict attention to local rules and formatting requirements.
- Coordinate service of process and maintain accurate service logs.

Trial & Settlement Support

- Assist with settlement administration, including coordinating with claims administrators, reviewing class member data, tracking opt-outs and objections, and preparing settlement approval submissions.
- Assist in preparing complaints, mediation statements, and damages summaries.

Research & Communication

- Conduct factual and legal research using Westlaw, PACER, and other research tools; prepare research memos summarizing findings.
- Maintain direct, professional communication with clients and class members.
- Organize and maintain electronic and physical case files in iManage and other document management systems.

QUALIFICATIONS

Required

- Minimum 2 years of paralegal experience in complex civil litigation in a law firm setting.
- Demonstrated ability to manage high volumes of documents and discovery across multiple active matters.



- Experience with electronic court filing.
- Proficiency with legal research platforms (Westlaw required), document management systems (iManage preferred), and e-discovery platforms (Everlaw, Relativity, or similar).
- Exceptional attention to detail, cite-checking, proofreading, and exhibit preparation require zero-defect accuracy.
- Strong written and oral communication skills, including the ability to communicate professionally with clients.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook, PowerPoint) with particular strength in Word for complex legal document formatting.
- Ability to manage competing deadlines and priorities in a fast-paced, high-accountability environment.
- Collaborative instincts and the ability to work effectively with attorneys, other paralegals, staff, co-counsel, and clients.
- Flexibility to work extended hours when case demands require; class action litigation moves in bursts, and the team depends on each other during intensive periods.

Preferred

- Experience in plaintiff-side class or collective action litigation: wage and hour, consumer, antitrust, securities, or civil rights.
 - Paralegal certificate or relevant undergraduate degree.
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COMPENSATION & BENEFITS

- \$75,000+ base annual salary, commensurate with experience plus an annual discretionary bonus
- Profit sharing
- Comprehensive medical, dental, and vision insurance; HRA contribution
- Short/long-term disability and life insurance
- 401(k) with profit sharing
- Pre-tax transportation benefits



HOW TO APPLY

Submit the following in a single email to Jennifer Goula, HR Manager, at careers@bergermontague.com:

- Cover letter describing your interest in plaintiff-side wage and hour litigation and why Berger Montague specifically
- Resume detailing your litigation experience
- Three professional references

Subject line: "Employment & Unpaid Wages Paralegal Application [Your Name]"

Berger Montague PC is an equal opportunity employer committed to fostering a diverse, equitable, and inclusive workplace. We actively encourage applications from attorneys of all backgrounds, including those historically underrepresented in the plaintiffs' bar.